

AMERICAN LIBRARY ASSOCIATION

LIBRARY WAR SERVICE

HEADQUARTERS

LIBRARY OF CONGRESS

WASHINGTON, D.C.

HOSPITAL LIBRARY HANDBOOK

JANUARY 1, 1919

SUPERCEDING HOSPITAL CIRCULARS 1 AND 2

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HOSPITAL LIBRARY HANDBOOK

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HOSPITAL LIBRARY WAR SERVICE

The American Library Association was invited by the Commission on Training Camp Activities to assume the responsibility for providing books, magazines and intensive library service to soldiers and sailors here and abroad.

Backed by the millions of money and books given by the American people, the Association has found in this work an unusual opportunity for effective war service.

The Hospital Library Service, one branch only of the Library War Service, has grown steadily from the first; but now at the close of the war, with the rapid return of the sick, wounded and disabled soldiers to the hospitals here and overseas, this branch of the work is facing responsibilities and opportunities far greater than before.

The increasing number of military hospitals not connected with the various war camps, makes necessary a special, more detailed handbook for hospital library service than has heretofore been furnished. This compilation of information and directions has therefore been prepared, and is based largely on the Camp Library Handbook issued in July, 1918, and the supplementary Hospital Circulars 1 & 2.

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ORGANIZATION AND ADMINISTRATION

The Librarian, whether of a Base Hospital or a General Hospital, is appointed by the American Library Association, but is given the privilege of serving in the hospital by order of the Medical Officer in Command.

In General Hospitals. Here the Hospital Librarian is the chief representative of the American Library Association and is directly responsible to the Association. On arrival at the hospital the Librarian should report directly to the Medical Officer in Command or to his representative and present her credentials. She takes the initiative with the hospital authorities in all matters pertaining to the efficient conduct and welfare of the Library that are not directly under the control of the A. L. A.

In Base Hospitals Where The Association Has A Camp Library. Here the Camp Librarian is the chief representative of the American Library Association in camp and the head of the camp library system. The Hospital Library is therefore to be administered as a branch of the main library. On arrival at camp the Hospital Librarian should report to the Camp Librarian, who will escort her to the Medical Officer in Command, to whom she will present her credentials.

The Hospital Librarian will confer with the Camp Librarian before taking any action which affects the general policy of the library system, or which involves relations with the Commanding Officer of the camp. The Hospital Librarian is to take the initiative with the hospital authorities in regard to the library rooms, the equipment, ward visiting, the detail of orderlies, etc. She may correspond with the local library in regard to books to supply special needs and arrange for

story-telling and other volunteer aid. This initiative is not incompatible with a proper appreciation of the fact that the Camp Librarian has general supervision, but calls merely for goodwill and cooperation in making proper adjustments as conditions develop.

The Hospital Librarian is in charge of the book and magazine service at the hospital, whether in Y.M.C.A., Red Cross, or K. of C. buildings. The Camp Librarian will turn over to her for distribution books and periodicals sent to the Camp Library for use of the various huts at the hospital.

RELATION OF LIBRARIAN TO ARMY OFFICERS AND OTHER OFFICIALS

It is highly advisable that every Hospital Librarian acquaint herself with military usage as rapidly as possible. She will thus avoid getting herself into embarrassing situations and bringing any reflections upon the Library Association.

Status of Librarian. Each Hospital Librarian should have clearly in mind her status in relation to the military organization. She is a civilian and while in hospital or camp must be obedient to military requirements for civilians. The Hospital Librarian should at all times remember that she is the official representative of the American Library Association and stands for it in the eyes of all persons with whom she has dealings. The fact that her task has the approval of the Government should give her poise and confidence, but she must be careful never to presume upon the fact that she has been given exceptional favor by the authorities.

While the friendly cooperation of the Commanding Officer is indispensable if the Hospital Librarian is to be successful in her work, harmonious relations must be maintained with all other army officials

with whom she comes in contact as well as with the officials of other kindred organizations such as the Red Cross, Y.M.C.A., K. of C., etc.

Morale Officer. It is important to establish relations with the Morale Officer without delay. The Hospital Librarian should explain to him clearly and definitely her plans for library service and should not hesitate to seek his assistance and cooperation. He can be especially helpful in connection with the Librarian's vocational book campaign and with her publicity program by arranging with General Headquarters for general orders advertising the Library.

The Hospital Librarian should also learn from the Personnel Adjutant the names of men in camp or hospital who have had library experience and the Morale Officer will assist her in having these men detailed regularly for library work.

Red Cross House. Where the Hospital Library is located in the convalescent house of the Red Cross or where the Librarian lives in the Red Cross house it is called to her attention that she is subject to the authority of the Red Cross matron in all matters except the conduct of the Library. On her arrival at the hospital, after her credentials have been presented to the officers in charge, she should report promptly to the Red Cross representative in charge of the convalescent house.

The Red Cross officials have promised the most hearty cooperation and this is being given generously; but it is felt that for the best interests of the Librarians themselves and to secure the united and orderly conduct of the Red Cross house, all its occupants should be subject to one central authority. It is understood, of course, that in all matters relating to the administration of the Library, the Librarian is

subject only to the Commanding Officer and to the American Library Association.

SERVICE OF LIBRARIAN

The Librarian will endeavour to coordinate all the activities in the hospital that are giving book service and to cooperate with them in furnishing books needed by the medical staff, patients, nurses and enlisted men. With the permission of the other organizations, the Red Cross, the Y.M.C.A., K. of C. and others, she should take stock of their collections and should supplement them with such books as are needed.

Surgical and Sick Wards. After permission has been granted by the Commanding Officer all wards should be visited at least once a week and arrangements made for distributing books. The hospital authorities in most cases have detailed orderlies to assist in book distribution. The Association will provide each library with a special hospital truck which is described below.

Contagious Wards. should be supplied with partly worn books, paper-covered books and plenty of magazines, which should be burned after being used.

Where the disease is not serious and there is no question of the wisdom of circulating books afterwards, books may be fumigated instead of being destroyed. The decision as to the proper procedure will naturally rest with the Medical Officer in Command.

Medical Staff, Nurses, Enlisted Men. Their special needs must be considered in the selection of fiction and recreational reading as well as along medical lines. That the staff may be encouraged to use the Hospital Library, notices should be posted of new and popular books

on all subjects, and doctors and nurses should be informed of editions that might be of special interest to them.

ROOMS AND EQUIPMENT

Location of Central Library and Branches. If the Commanding Officer or his representative is willing the Surgeon-General's Office advises that the Library be placed in the Educational Building or in quarters furnished by the Educational Department. At many of the Base Hospitals the library is in the Red Cross house or in the Y.M.C.A. building. In any case, branches or stations should be maintained at such places as Officers' quarters, Nurses' quarters, Red Cross house, Hospital huts of the Y.M.C.A., K. of C., etc., and in Hospital wards.

Furniture and Equipment are usually provided by the officials in charge of the building in which the Library is located. Headquarters, either directly or through the Camp Librarian, as the case may be, may be requisitioned for any essential items not otherwise provided.

Book Supports. If necessary, Library Bureau or other metal supports will be furnished. Covered bricks, however, should serve in most cases.

Book Truck. A book truck has finally been found which Headquarters hopes will prove satisfactory. A blueprint of this truck will be sent to each Hospital Librarian needing a truck and if she finds that it can be put together at the hospital for not more than \$10.00, the hardware, including the wheels, will be supplied. If the cost of having the truck set up locally exceeds \$10.00, Headquarters will arrange to have it put together elsewhere.

Typewriter. A rebuilt typewriter of any standard make desired and not exceeding \$65 in price, will be supplied to each Hospital Library which requires it.

Inventory. Each Librarian should have on file an inventory of all property, including any equipment or supplies lent or given by the local authorities or neighboring libraries, etc.

STAFF

The General Director and the Headquarters staff appreciate the fact that effective library service cannot be rendered without an adequate and efficient staff. The prolonged or continuous service of Hospital Librarians especially qualified for this work is essential to best results.

Size of Staff. Hospital Librarians who find that they cannot cope with the work with the force provided should make an immediate report to Headquarters, specifying the minimum additional assistance necessary. The utmost use should be made of volunteers and of men delegated for the purpose by the hospital authorities. Volunteer help may often be obtained by an appeal to the wives of officers, the Boy Scouts, women's clubs, neighboring libraries. General publicity in the nearby communities will often bring volunteer assistance.

Hours of Service at the Hospital Libraries vary with local conditions. As a rule the Library should open early and keep open as late as practicable. In every case the hours of opening are subject to the approval of the hospital authorities. The usual hours are from 8 or 9 A.M. to 9 or 10 P.M. daily, including Sunday.

Furloughs. Each Librarian is strongly urged to absent herself entirely for one day a week or its equivalent at other intervals. A few hours off also during the week at convenient times will make for health and more efficient service. Where it is necessary for the Librarian or assistants to be absent from the work for rest or for business trips, application for a furlough should be made to Headquarters.

Vacations. Librarians or assistants who have been in Hospital Library service for at least three months consecutively will be allowed a vacation of two days, with an additional two days for each month of service in excess of three.

BOOKS

At Base Hospitals books are supplied mainly from the Camp Library collections, but books specially suited to hospital needs will be purchased upon requisitions approved by the Camp Librarian. Any request for books or supplies sent directly by the Hospital Librarian will be understood by Headquarters to have had the approval of the Camp Librarian.

The Camp Library will be expected to lend books to fill special requests - books not in great demand at the Camp Library, and which it would be unwise to purchase for the Hospital if there were already copies in the Camp Library.

At General Hospitals where there is no camp library, requisitions for books should be made direct to Headquarters on Requisition Blank (#3).

General, indefinite requests made in letters will not be looked upon as official requisitions for orders.

Purchased Books are supplied in two ways: (a) by orders going from Headquarters generally for all Hospital Libraries and selected by Headquarters staff, (b) books sent on request of individual Hospital Librarians.

New York Dispatch Office. Certain books ordered for all hospitals are sent by the publishers to the New York Dispatch Office and distributed to the Hospital Libraries from there. In addition a stock of titles most in demand has been built up at that office and calls are made on this stock for the Hospital Libraries. Requests for all books should be made through Headquarters.

Book requests from hospitals to Headquarters should be made on Requisition Form #3; the request for books by subject being made on separate sheets from the requisition for specific titles. Mimeographed lists or any other lists checked may be forwarded as requisitions. Headquarters will do the searching and bibliographic work, and will select what seem to be the best books on any given subject. Hospital Librarians are encouraged to recommend books freely. While Headquarters orders a certain portion of books for each hospital collection, the Librarian who does not make frequent requests, either for new titles or extra copies, is overlooking one of her chief duties, which is to call for books just as soon as a need is manifest.

Special Classes of Books, such as medical and veterinary books and text books for the Reconstruction Hospitals and for the Nurses' Training Schools, will be furnished up to a certain limit by the Surgeon-General's Office. To supply other needs, especially for reference books and technical magazines, the American Library Association has prepared a list of books for reconstruction work from which librarians may select titles. The Association will also furnish other books not on the pre-

pared list, if recommended by librarians or instructors.

Gift Books. A campaign is now under way to replenish the supply of gift books. If the general stock of gift books in the Hospital Library is low, Headquarters will supplement it.

Scrap Books are in great demand in hospital wards. They are provided by the public libraries, other organizations and individuals and forwarded from Headquarters when requisitioned.

Book Lists. Hospital Librarians are supposed to receive regularly the A.L.A. Booklist and such catalogues and announcements of publishers as they may require. Lists of books on special subjects have been prepared and sent out to all Hospital Libraries together with a stock of books on the subjects listed.

Overstock and Misfits. Each Hospital Librarian is expected to notify Headquarters of any over-supply of copies or titles not needed in her particular library.

Inter-library Loans. Practically all the large colleges and public libraries will cooperate by sending to Hospital Libraries on short loan such extra technical books and other matter as would not ordinarily be expected as Association purchases. The Library of Congress is prepared to honor requests of this sort when possible. Books which come through inter-library loan should have special treatment to avoid any possibility of loss and should be returned promptly.

Repairing and Rebinding. When outside cover of book is soiled but the pages clean, one can make an attractive book by tearing off the cover and pasting an A.L.A. book plate on the lower edge of the title page. The book will circulate a few times in a contagious ward and be especially acceptable to a sick man because light to hold.

It is not expected that gift books will be rebound unless they are expensive works of non-fiction. Purchased books, however, should receive as much attention as in an ordinary public library and when the condition of the book warrants rebinding word should be sent to Headquarters. Rebinding should be done in buckram with the whip-stitch or other standard library sewing.

Headquarters Book Order Routine. Requests received at Headquarters are turned into orders as promptly as possible. The Hospital Librarian will receive a copy of the order as dispatched to the Publisher or to the New York Dispatch office for filling.

It will be noted that when books are ordered for a particular Hospital Library and not for all hospital libraries the carbon of the order is sent to the hospital for information. This also serves as an indication to the Hospital Librarian as to any books that have been requested but not ordered, e.g., if a Hospital Librarian requests books and gets carbons of orders for certain but not all titles she may assume that the remainder have not been ordered and the Librarian can then make further inquiry or follow up as may seem best.

Transportation of Books. Books ordered from the publisher to individual hospitals go by parcel post or express in most cases. Books ordered for all hospitals and for which there is no pressing rush go through the New York Dispatch Office.

MAGAZINES

Current Magazines Now Subscribed For at Hospital Libraries:

American	Crowell Pub. Co.	381 4th Ave., New York, N.Y.
American Journal of Nursing		2419 Greenmount Ave., Baltimore, Md.
Century	Century Co.	353 4th Ave., New York, N.Y.
Everybody's	Butterick Pub. Co.	Butterick Bldg., New York, N.Y.
Life	Life Pub. Co.	17 W. 31st St., New York, N.Y.
Literary Digest	Funk & Wagnalls Co.	354 4th Ave., New York, N.Y.
Mid-Week Pictorial	New York Times	Times Square, New York, N.Y.
National Geographic		Washington, D.C.
Outing	Outing Pub. Co.	141-145 W. 36th St., New York, N.Y.
Popular Mechanics		6 N. Michigan Ave., Chicago, Ill.
Scientific American	Munn & Co.	Woolworth Bldg., New York, N.Y.
World's Work	Doubleday, Page & Co.	Garden City, N.Y.

Magazines Presented by the Publishers:

Forest and Stream		9 E. 40th St., New York, N.Y.
Motor		119 W. 40th St., New York, N.Y.
New Republic		421 W. 21st St., New York, N.Y.

Magazines for Y.M.C.A. Huts, etc.:

All Y.M.C.A. and K. of C. huts, including base hospitals which provide reading facilities are entitled to the eleven following magazines;

American	Crowell Pub. Co.	381 4th Ave., New York, N.Y.
Independent		119 W. 40th St., New York, N.Y.
Life	Life Pub. Co.	17 W. 31st St., New York, N.Y.
Literary Digest	Funk & Wagnalls Co.	354 4th Avenue, New York, N.Y.
Motor Age	Class Journal Co.	Mallers Bldg., Chicago, Ill.
National Geographic		Washington, D.C.
New York Times Current History		Times Square, New York, N.Y.
Popular Mechanics		6 N. Michigan Ave., Chicago, Ill.
Saturday Evening Post	Curtis Pub. Co.	Independence Square, Philadelphia, Pa.
Scientific American	Munn & Co.	Woolworth Bldg., New York, N.Y.
World's Work	Doubleday, Page & Co.	Garden City, N.Y.

Librarians should notify the publishers in case any magazines to which they are entitled are not received regularly.

Medical Magazines are furnished by the Surgeon-General's Office. A list of these is available and requests for them should be made through the Commanding Officer of the Hospital to the Surgeon-General.

Technical Magazines will be supplied to a limited extent to all Hospital Libraries doing reconstruction work. Headquarters should be requisitioned for such magazines. Not more than six will be furnished to any one library.

Burleson Magazines are supplied by the Post Office Department.

Hospital Librarians needing these magazines should appeal to the Third Assistant Postmaster General through the Commanding Officer of the Hospital.

Magazine Binders will be supplied for all magazines for which subscriptions have been placed and for some of the more important periodicals which are sent regularly as gifts. The latest number of all such magazines should be placed in the binder as soon as received.

NEWSPAPERS

For any Hospital Library requesting them, Headquarters has been placing orders for two daily papers from such large centers as New York and Chicago, and authorizing subscriptions to two local papers,

Since, however, the demand for newspapers at the hospitals is so insistent, it has been decided to place subscriptions for three months for the papers listed below for all the Debarkation and Reconstruction hospital libraries. It is expected that arrangements will be made at each hospital for the regular distribution of the newspapers to the wards.

The newspapers will be mailed direct to the Hospital Library addressed in care of "A.L.A. Librarian."

Atlanta Constitution
Boston Transcript
Chicago Tribune (or Daily News)
Cincinnati Enquirer
Cleveland Plain Dealer
Denver Rocky Mountain News
Detroit Free Press
Kansas City Star
Los Angeles Times

Louisville Courier-Journal
Minneapolis Journal
New Orleans Times Picayune
New York Times
Philadelphia Ledger
Saint Louis Globe-Democrat
San Francisco Chronicle
Seattle Times
Washington Post

For the Hospitals located in or near New York, it is possible that more satisfactory service may be established for these papers

through a local news dealer. If the Librarian wishes to handle it in this way, she should apply to Mr. Bailey, in charge of New York Dispatch Office.

PUBLICITY

The publicity efforts of the Hospital Librarian must be directed along two general lines. One will seek to extend the library idea among the men in the Hospital and to establish the A.L.A. as the institution giving the service. The other will seek to keep the general public informed about the Hospital Service of the A.L.A.

To extend the service among the inmates of the Hospital, every use should be made of visual advertising. A circular letter, issued November 9, 1918, treated fully this phase of the work of the Hospital Librarian. A copy will be sent on request. Lantern slides, placards, bulletin sheets, cardboard signs, and enameled metal signs have been sent out by Headquarters. To those requesting them, gummed letters have been supplied, to be used by the librarian in making individual placards.

Headquarters is anxious to arrange a constant interchange of ideas among the various Hospital Librarians. To that end, a copy of every bulletin and placard issued by the Hospital Librarian should be sent to Headquarters. Those ideas which are deemed to have general value will be passed on.

Advance notice of shipment will be given in the case of all publicity material sent out by Headquarters. If, after a reasonable allowance for delay in delivery, the material is not received, the Publicity Department at Headquarters should be notified.

The Hospital Librarian is reminded that the name of the

American Library Association should appear in full on every placard or bulletin issued, and in connection with every article about the Library appearing in the hospital or camp paper. In general the initials alone will not suffice, as their significance is not yet sufficiently understood.

In many hospitals, the work of the Library is regarded as an activity of the Red Cross. To remove this impression, the Librarian must exercise unceasing vigilance for opportunities to bring out the fact that it is the American Library Association which gives the service.

The little human-interest incidents of the day's work, the things which give warmth and color to the work of the Hospital Librarian, are the little stories to pass on to Headquarters for use in general publicity. Good photographs, showing the service in actual operation, are always needed. The Hospital Librarian should bear in mind that the finest sort of advertising is that contained in the letters written by the men served by the Library. The man who visibly enjoys and appreciates the Library will need only a hint to tell the home-folks about it.

To arouse interest in vocational study, book lists on twenty-three vocational subjects have been issued in book mark form, giving popular annotations for an average of six titles available on each subject. Full instructions for their distribution were contained in a circular letter sent out under date of December 28, 1918. Headquarters is prepared to supply additional copies of the titles listed, if the demand warrants, as well as titles on vocational subjects for which no book lists have been issued.

Correspondence relating to publicity matters should be addressed to the Publicity Department at Headquarters. If embodied in a letter to

the Hospital Department, it should be written on a separate sheet.

RELATIONS WITH HEADQUARTERS

Requests to Headquarters. All requests will be speeded if Librarians will make a point of taking up separate matters on separate sheets instead of combining them in letters or on requisitions. As these requests have to be distributed to various persons, time is lost in making transcripts or in passing the same letter to the several persons who may take action on it. Therefore a separate sheet should be made for matters falling under each of the following heads:

(1) Purchased books by title, (2) purchased books where authors or titles are not given and searching or correction is required, (3) gift books, (4) supplies, (5) personnel, (6) inquiries about details of library routine, (7) Burleson magazines, (8) publicity, (9) photographs, (10) uniform, (11) other hospital matters.

Printed Supplies are provided to insure methodical presentation of the needs of Hospital Librarians and their prompt attention at Headquarters.

The following forms may be obtained from Headquarters:

<u>Form</u>	<u>Nature</u>	<u>Amount</u>
1 large	Bill-heads	
1 small	"	
2	Travel form	
3	Requisition for books	
9	Requisition for supplies	
12	Reimbursement requisition	
13a	Approval of bill	

- | | |
|-----|--|
| 14 | Receipt for petty expenditures |
| 15h | Request for books not in library |
| | Reserve book notice |
| 17 | Overdue book notice |
| | Ward call slips |
| | Monthly report forms |
| | A.L.A. paste-board signs |
| | A.L.A. bulletin heads |
| | Hospital envelopes, large |
| | Hospital envelopes, large
(Addressed to Headquarters) |
| | Hospital envelopes, small |
| | Blank letter heads for hospital |
| | Bookplates |
| | Pockets |
| | Labels |
| | Hospital book cards |
| | Shelf cards |
| | Rubber stamp { a. for books
{ b. for Letterhead use |

These forms should be used and carbon copies kept whenever and wherever applicable, both as a convenience to the Hospital Librarian and for the sake of uniformity in the records at Headquarters.

As a general practice these supplies should be obtained from Headquarters. In special cases of necessity authority will be given for local purchases.

Receipt of equipment and supplies shipped direct from dealer should be reported to Headquarters promptly with O.K'd. bills.

EXPENSES AND ACCOUNTS

The Hospital Library accounts are handled under three heads, (1) Book bills, (2) Bills to be paid by Headquarters, (3) Bills to be paid from the Librarian's Contingent Fund.

Book Bills. Books purchased fall into two general classes: General purchases for all hospitals and purchases in response to special request from individual hospitals. Many general purchases go through the New York Dispatch Office to the hospitals.

In the case of special requests carbons of the orders are sent to the Hospital Librarian for her information and the books are billed by the publishers in duplicate, one copy going to the hospital. These invoices are to be checked by the Hospital Librarian, marked O.K. over her signature, and sent to Headquarters. They need be accompanied by no form. This procedure is essential as publishers' bills cannot be paid by Headquarters without knowledge of the receipt of the book.

If books are received without bills, it may be better to get the books into use without waiting for invoices. This involves the making of a memorandum of the contents of the package to be used in checking the invoice later.

If the invoice appears before the books, it should be held for a week and the matter then taken up direct with the publishers, asking them to trace the shipment.

Bills to be Paid by Headquarters. Except in an unusual emergency, authorization should be obtained from Headquarters before an

expense of more than \$25.00 is incurred, or service,^{or} labor engaged.

Supplies as a rule should be requisitioned from Headquarters whatever the amount.

Whenever feasible all purchases of \$25.00 or over should be charged to the A.L.A. War Service and the invoice marked O.K. over the Librarian's signature.

These bills should be sent to Headquarters for payment, accompanied by the Librarian's advice to that effect on form 13a.

Invoices should be forwarded week by week and not held for the end of the month. Invoices should have the Librarian's O.K. and signature showing receipt of goods.

Duplicates of invoices or statements should not be sent. The amount of any bill should not appear in any later bill even if still unpaid.

To the Librarian will be sent a carbon copy of the order for goods shipped upon Headquarters' order to Hospital Libraries by supply dealers. Memoranda from the shippers will apprise the Librarian of the shipment of the goods. This should be sent to Headquarters marked "For Supply Department", with a notation showing the receipt of the goods in proper shape.

Hospital Expense Accounts. At Base Hospitals the Camp Librarian meets these expenses from his Contingent Fund. Each General Hospital Librarian receives an advance of from \$25.00 to \$50.00 to meet expenses for such items as cannot ordinarily be forwarded to Washington for authorization or payment. On the first of the month or oftener, when necessary to have this fund renewed, the Librarian should send to

Headquarters an itemized statement of her expenditures on Form 1, accompanied by the statement covering total on Form 12. This statement should be accompanied by receipts for all items permitting a receipt, i.e., express, freight, gasoline, meals by the week or month, local purchases of supplies, etc., over one dollar. The statement may be a copy of the Librarian's cash book giving the payments day by day in order of date and not necessarily a classified summary.

Helpers paid out of expense fund must sign their own receipts.

Form 14 should also be used where the payee presents no bills, as is often the case; such as for temporary help, gasoline en route, week and monthly board bills, etc.

Travel expenses should be rendered on the travel voucher, the use of which is made sufficiently clear by the printed form (Form 2).

Travel Expenses and Subsistence. In view of the nature of the work and the source of the funds, those in the service will of course keep their traveling and subsistence expenses at a minimum. No specific limits can be well made owing to the different conditions and circumstances that may arise. It may be assumed, however, that Headquarters will allow railroad and car fare to and from the Hospital (ordinarily not allowing charge for automobile hire); Pullman rates for over-night trips but not parlor car seats for day trips; meals en route not to average more than \$1.00 each; hotel bills en route; tips at not over fifty cents per day while traveling.

Cash Receipts. All cash receipts from the sale of old papers or from any other source (such as payments for lost books) should be forwarded directly to the Treasurer of the American Library Association, care of the Chicago Public Library, Chicago, Ill., and not to the War

Service at Washington.

UNIFORMS

The American Library Association furnishes uniforms for the women who remain in the service at least three months. Those in the A.L.A. service less than three months will account for their uniforms when leaving the service. The uniforms are made in accordance with specifications described in detail in a separate circular sent to each Hospital Librarian.

The cost of laundering uniforms soiled while on duty may be included in the Librarian's expense account, but no other personal laundry may be included.

HOSPITAL LIBRARY ROUTINE

(a) Central Library.

If a satisfactory system for handling the routine work at the Hospital Library and the Branches has been installed, it is not necessary that it be modified to conform to the following instructions except in so far as these may be suggestive of possible improvement in the present system.

Preparation of Books. At Base Hospitals the books for circulation are generally prepared at the Camp Library, but sometimes it is possible to have this work done by convalescents. The Hospital Librarian should spend as little time as possible on the work of cataloguing, pasting labels, etc. Her work is to make the connection between the man and the book that he needs. In doing this she must visit the wards, carrying books, reading aloud and telling stories (if her talent lies

in this direction). In all points of service the Hospital Library should be carried on with as little red tape as possible.

At General Hospitals most gift books sent to hospitals by the A.L.A. are prepared with plates, pockets and book cards. Supplies will be sent from Headquarters so that purchased books may be prepared in the same way. If the cooperation of the Red Cross, Y.M.C.A. and other agencies can be secured their books should be pocketed and carded so that a uniform system may be in vogue and a record kept of the books, not so much to avoid losing them as to be able to get the greatest use from them. If each organization is willing to make its own cards the task will not fall very heavily upon any one.

Three records seem essential: (1) a record of books belonging to the Hospital Library, (2) a record of shipments to and among distributing points, (3) a record of the borrowing of a book by the reader.

Accession Records. A simple tabulation of the number of books in the original collection, the number added, the number withdrawn and discarded and the total number of books in the Hospital Library to date, is all that is necessary. It is not essential that this record be kept by classes, although it would be helpful if the records could be grouped under four general headings: Purchased books, fiction and non-fiction; gift books, fiction and non-fiction.

Shelf List. The shelf list of non-fiction (arranged alphabetically under class number) may be made to serve as a subject catalogue by using the A.L.A. catalogue or the Decimal Classification as an index. It may also be used as a routing record of the distribution of books among the branches and stations. For the latter use a special shelf list card has been prepared.

A separate card for each copy should be used when there is more than one copy. Copy numbers may be assigned if desired.

Author List. The shelf list for non-fiction may be supplemented by a brief author entry, but this is not essential and under present conditions it is not advisable to undertake the preparation of an author catalogue unless the Librarian can depend upon the assistance of enough skilled volunteer help to carry on the work.

An author list of fiction will serve as a shelf list as well, but the Hospital Librarian may be obliged to depend simply upon the Wilson Fiction List as a general index to the fiction collection. The amount of clerical labor involved in attempting to keep a record of the distribution of fiction among branches and stations on the shelf list card makes such a procedure impracticable.

Classification. In general the Decimal Classification is to be used and in most cases through three figures only.

Lending System. Books should be lent for seven days. At practically all of the Hospitals some form of the Newark charging system is advised. Charging trays and other necessary supplies will be furnished upon request.

Mark of Ownership. All books distributed through the Library War Service should contain some distinguishing mark. In general each book should be stamped upon the title page with the rubber stamp provided for the purpose and bookplates placed on the inside of the front cover.

Pockets should be placed in all books. Those furnished by Headquarters are plain and are to be pasted across the lower righthand corner of the back cover of the book.

Book Cards. The book cards in stock at Headquarters provide space for the following information - date, borrower's name, and the place in hospital (ward, nurses quarters, etc). As a general practice it seems simpler to use the date drawn instead of the date due. Book cards should contain the author's surname only, an abbreviated title for fiction, with the addition of the class number and author's initials for non-fiction.

Dating Slip. No dating slip is required, the last fly leaf may be used for this purpose.

Inside Markings. The book number on the book pocket for non-fiction is all that is necessary.

Outside Markings. Non-fiction should bear the classification number and author's initial on the back. India ink should be used for light colored books and white ink for dark books. When time permits, the number should be protected by a coating of French spirit varnish or white shellac.

Borrower's Card. No borrower's card is necessary nor is any sort of a list of borrowers to be kept. The need is all the greater that in charging on the book card the borrower's place in the Hospital be entered specifically to help in locating overdues.

Return of Books. Books are discharged merely by replacing the book card in the pocket. If books cannot be discharged immediately, care should be taken so that there is no danger that another borrower will get hold of the books before they are discharged. If nor one is stationed at the charging desk, some arrangement should be made by which the books may be cared for in some satisfactory way. This precaution is especially necessary since the men have no borrower's cards and

consequently no receipt for books returned.

Overdue Books. The problem of overdue books is an important one. As a general rule, notices of overdue books should be sent to the borrower when a book is five days overdue.

(b) Routine for Branches

Books should be placed in the Officers' quarters, Nurses' quarters, Hospital wards, Y.M.C.A. and K. of C. huts at the Hospital and in any other places where they will be used.

All the books in the system should be prepared in a single way with pockets and book cards, in order that any book may be used either at the central library, a branch or a station as the general demand may indicate.

As far as practicable the branches should be supplied with a simple equipment for keeping a daily record of the books loaned.

A record should be kept at the central library of each non-fiction book sent to branches, showing where and when the book was sent out.

Custodians of branches are not to be held financially responsible for books, but are merely expected to exercise ordinary care in the use of the collection.

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